



DEPARTMENT OF THE NAVY
STRIKE FIGHTER SQUADRON TWO ZERO THREE
NAVAL AIR STATION
MARIETTA, GEORGIA 30060-5099

VFA-203INST 1571.1B
30
23 JUN 1998

STRIKE FIGHTER SQUADRON TWO ZERO THREE INSTRUCTION 1571.1B

Subj: DEPLOYMENT/DETACHMENT PREPARATION GUIDE

Encl: (1) Detachment Planning Guide

1. Purpose. This instruction provides general guidance for the planning and preparation of squadron deployments, detachments, and Active Duty Training period.

2. Cancellation. VFA-203INST 1571.1A

3. Background. Active Duty training periods/detachments may permit time for ample long range planning or the%, may require short notice scheduling. In either case, enclosure (1) should be utilized as a guide for planning. The enclosure is not all inclusive but indicates basic requirements leading to a satisfactory deployment/detachment. The special circumstances of each occasion should be taken into consideration.

4. Action. Each department will maintain a copy of this form for each detachment/deployment. Each, department will periodically update their checklist as items are completed. Department heads are responsible for timely completion of all items. Operational Risk Management (ORM) will be used at every stage of planning to ensure every risk is identified and reduced to the maximum extent possible.

5. Application. Because of the general nature of this list, it is expected that a great many items for any one detachment will not be applicable. Pack-up lists are also provided and are intended as a departmental guide.

6. Timing. All items will be completed as soon as possible. The Commanding Officer will provide dates for each detachment.

S. L. SMITH

Distribution: VFA-203INST 5216.1H
List I (Case A)

VFA-203INST 1571.1B

23 JUN 1998

3. Ensure, through Maintenance Officer, squadron mobilization weight and cube is planned.
4. Ensure, through Maintenance Officer, a review of maintenance support equipment/packup requirements. (Should include foul weather gear, flight deck gear, etc.)
5. Input to OPS for specific collateral duties for SELRES officers.

1-30 DAYS

1. All hands deployment/detachment brief.
2. Ensure SDO watch bill is published by SWO.
3. Input to OPS for Mahi Minutes.

ARRIVAL

1. Visit Base Commanding Officer

POST DET

1. Ensure timely submission of end of detachment reports.
2. Forward lessons learned to Admin for update.

30 DAYS

1. Coordinate with MO/OPS to ensure airlift request are forwarded. _____
2. Coordinate with OIC/MO and home guard to ensure beach DET and detachment requirements are met. _____
3. Ensure, via Admin, berthing requirements are met. _____

14 DAYS

1. Input to Admin for final Free Press mailed prior to detachment.
Info to include:
 - a. Dependent emergency phone contact. _____
 - b. Uniforms required. _____

POST DET

1. Lessons learned are forwarded to Admin for update of Squadron instructions. _____
2. Submit DET awards to Admin. _____

VFA-203INST 1571.1D
23 JUN 1998

ADMIN OFFICER

90 DAYS

1. BOQ/BEQ reservations. _____

60 DAYS

1. AT order requests forwarded. _____
2. Request Flight Deck Pay (if applicable) from COMNAVAIRESFOR via CVWR-20. _____
3. Identify possible TAD requirements. _____

30 DAYS

1. Request CV ID card stamps. (If applicable) _____
2. ADT/IDTT orders requested. _____
3. Alert local disbursing of AT or ADT pay requirements. _____
4. Forward clearance data to DET site. _____
5. Request required berthing for all personnel. _____
6. Identify individuals with rental car order. Ensure these individuals will be present for entire DET. _____

14 DAYS

1. SDO watch bill written. _____

7 DAYS

1. Pre-positioning plan for rental cars. _____
2. Pick up advanced Per Diem for all orders as appropriate. _____
3. Determine classified material requirements, courier/storage, procedures and facilities. _____

1 DAY

1. Ensure checklist items are packed (enclosure 1) _____

VFA-203INST 1571.1
23 JUN 1998

OPERATIONS OFFICER

90 DAYS

1. Send DET request message first available opportunity. (As per DET site instruction). _____
2. Pre-DET planning meeting for all Department Heads. _____
3. Coordinate aircraft and ordnance requirements with maintenance. _____
4. Determine number of aircraft, sorties, and air-crew required. _____
5. Inter-service DACT LOA'S, tanking request to CAG. _____
6. Operations liaison with maintenance:
 - a. Aircraft availability versus sorties requirements. _____
 - b. Flight schedule: Start times, stop times, night time, turn around requirements. _____
 - c. Aircraft configuration, TACTS pods, CATM'S, etc. _____
7. Operations liaison with DET site:
 - a. OPS/Main working spaces. _____
 - b. Briefing spaces and facilities. _____
 - c. Range and target requests. _____
 - d. In-brief requirements. _____
8. Coordinate ORM assessment in planning. _____

60 DAYS

1. Assign specific detachment duties to SELRES officers. _____
2. Review aircraft availability. Establish DET flight hour and training goals. _____
3. Establish DET standard aircraft load configuration and flyoff configuration. _____
4. Ensure operational services are requested or reviewed for feasibility:
 - a. Operating areas. _____
 - b. Targets. _____
 - c. Support, i.e. fueling, parking, etc. _____
5. Pre-DET planning meeting For all Department Heads. _____

6. Prepare in-flight guides. _____
7. Range request approved. _____
8. Set up course rules brief. Obtain tape if
available. _____
9. Message traffic requirements, COMM shift. _____
10. Assign training lectures and determine flight
training needed for DWE prior to DET. _____
11. Airlift message sent. _____
12. ORM _____

30 DAYS

1. Pilot readiness review complete. _____
2. Write squadron operations plan. _____
3. Pilot training materials collected. _____
4. Establish pilot availability schedule to include
primary and alternate transportation plans. _____
5. Ensure all NATOPS, instrument, flight quals are
covered for duration of DET. _____
6. Publish LOI with inputs from all departments. _____
7. In brief scheduled if not already done by
video tape. _____
8. ORM _____

14 DAYS

1. Cruise report data from and responsibility
assignment completed. _____
2. Ensure all outside support requirements are
finalized. _____
3. Ensure Pre-DET pilot training reviewed and
completed. _____
4. Rough COMM shift. _____
5. ORM _____

7 DAYS

1. Provide paraloft with list of DET pilots and
flyoff pilots. _____

VFA-203INST 1571.1B

23 JUN 1998

1 DAY

1. Sorts report sent on departure. _____
2. Complete operations pack up check list to include
classified material. _____
3. Send COMM shift message if required. _____

ARRIVAL

1. Message pickup and delivery list delivered to
COMM canter. _____
2. Determine number of flight schedules to be
delivered to base OPS and Base weather and other
departments as per DET site instructions. _____
3. Set ODO desk with pre-mishap plan, base phone
book. BOQ/BEQ recall of all squadron personnel. _____
4. Stock briefing spaces with supplies, charts, pubs,
VTR machines, etc. _____

POST DET

1. End of Action report to CVWR-20. (IS Calendar Days)
2. Sorts report.
3. Input to PAO forwarded.
4. Lessons learned forwarded to Admin for
update to squadron instructions. DET guide updated. _____
5. Submit DET awards to Admin.
6. Review lessons learned to determine if ORM was
successful or adequate. _____

MAINTENANCE OFFICER

120-DAYS

1. All ordnance request messages sent. _____

90 DAYS

1. Ensure all ordnance requirements forwarded to CVWR-20 and DET site. _____
2. Determine and locate available ECM/RWR gear, IMRL, and test equipment needed. _____
3. Review ADB's for most likely DET aircraft. Target gripes that will degrade mission capability. _____
4. Liaison requirements and dates for advanced DET. _____
5. Determine transportation requirements for troops and vehicles for line usage. _____
6. Determine yellow gear and other support equipment requirements. _____
7. Determine personnel requirements (CDI's, plane captain, AO's, Tire and Wheel, etc.) and compile a list by name to present to Admin. _____
8. Initial liaison with host base/squadron. Working spaces, etc. _____

60 DAYS

1. Assign specific deployment collateral duties to SELRES Officers and CPO'S. _____
2. Review aircraft status, engine time, etc to establish aircraft availability. Forward to OPS. _____
3. Update squadron mobilization weight and cube for Cargo airlifts to DET site. _____
4. Review maintenance support equipment/pack up requirements. (Include foul weather gear, flight deck gear, etc.) _____
5. Determine host supply, IMA capabilities and TAD requirements. _____

VFA-203INST 1571.JB
23 JUN 1998

6. Designate a cargo coordinator and notify base of pallet requirements. _____
7. Coordinate with OPS and submit smooth airlift request. _____

30 DAYS

1. Submit maintenance DET personnel roster to Admin (adv DET, main body, cargo crew, by work center). _____
2. Coordinate with CMC home guard requirements. _____
3. Ensure the following are coordinated if applicable: AIMD support, NOAP, GSE, supply support, fuel, LOX, hazardous waste, radios, work schedule, ordnance requirements, berthing, galley, vehicles. _____
4. Submit pack up material list to Aviation Supply department for approval. _____

1 DAY

1. Ensure all required materials are packed in accordance with Enclosure (1). _____
2. Ensure classified materials are identified and handled properly. _____
3. Complete detachment watch bill. _____

POST DET

1. Forward end of action report input to Operations _____
2. Forward lessons learned to Admin for update to squadron instructions. _____
3. Submit DET awards to Admin. _____

SAFETY OFFICER

30 DAYS

1. Ensure all Personal Protective Equipment has been inspected.
2. Ensure all required Safety Training is scheduled and completed.
3. Ensure all Hazardous Material Shipment and procurement requirements are met.
4. Monitor ORM discussion and analysis.

VFA-203INST 1571.1B
23 JUN 1998

TRAINING OFFICER

90 DAYS

1. Determine training to be accomplished. _____
2. Draft scenarios and review 3500 training matrix. _____

60 DAYS

1. Assign training lectures and determine flight training needed for DWE prior to DET. _____

30 DAYS

1. Conduct month prior DWE training as required. _____

DETACHMENT PACKING CHECKLIST

OPS

_____	Computer paper
_____	Flight Schedule paper
_____	Computer disks
_____	Blank video tapes
_____	NATOPS Manual
_____	NATOPS pocket checklist
_____	10A software manual
_____	Flip
_____	OPNAV 3710
_____	10 IFR supplements, 10 flight info handbooks
_____	10 SE and 10 DET location approach plates
_____	10 H5/H6 and 10 DET location high alt nav charts
_____	15 terminal area charts for the DET location
_____	1 DD 175 tablet, 1 DD 175-1 tablet
_____	20 TPC charts appropriate for DET location
_____	15 ONC charts for DET location
_____	All JOG charts
_____	2 Briefing guides
_____	4 packs 5x7 white cards
_____	2 packs copy machine paper
_____	2 Nav planning kits
_____	Office supplies: scotch tape, scissors, stapler, staples, pens/pencils, dry erase markers, writing tablets, assorted felt tip pens, ruler, etc
_____	Mishap plan binder
_____	Mishap response kit
_____	All pilot read clipboard
_____	Copies of DET checklist
_____	2 VCR machines
_____	TACMAN VOLS 1, 2, 3, 4
_____	Appropriate OTG's
_____	Small zappers for rental cars, BOQ rooms, etc
_____	Coffee maker and supplies
_____	Blank flight schedules
_____	Cross country requests
_____	Operations Laptop

VFA-203INST 1571.1B
23 JUN 1998

ADMIN

_____	Travel claims
_____	Message printer
_____	Drill forms
_____	Message board, Safety message board (hand carry)
_____	Classified material
_____	2 laptop computers
_____	General supplies
_____	LV, Report, Counseling, TAD forms
_____	Orders
_____	Letterhead paper
_____	Copy machine paper

SAFETY

_____	Aircraft Pre-Mishap Box
_____	Aircraft Pre-Mishap Plan

TRAINING

_____	PJT 3500's and TSN (PJT topics numbers) listing distributed to division CPO's
-------	--